

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be improved.

2. The second step is to set goals. These should be specific, measurable, achievable, relevant, and time-bound.

3. The third step is to develop a plan. This involves determining the steps that need to be taken to achieve the goals.

4. The fourth step is to implement the plan. This involves putting the plan into action and monitoring progress.

5. The fifth step is to evaluate the results. This involves assessing the outcomes of the plan and determining if the goals have been achieved.

6. The sixth step is to make adjustments. If the goals have not been achieved, it may be necessary to revise the plan or the goals.

7. The seventh step is to communicate the results. This involves sharing the outcomes of the plan with the relevant stakeholders.

8. The eighth step is to document the process. This involves recording the steps that were taken and the results that were achieved.

9. The ninth step is to review the process. This involves reflecting on the entire process and identifying areas for improvement.

10. The tenth step is to repeat the process. This involves applying the same steps to future projects or problems.

Kimberly N. McLean-Mayo

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